

Panasonic®

Operating Instructions

(For Setting Up)

Digital Imaging Systems

Model No. **DP-8060 / 8045 / 8035**

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WORKIO™

Before operating this machine, please carefully read this manual, and keep this documentation in a safe place for future reference.

(Illustration shows optional accessories that may not be installed on your machine.)

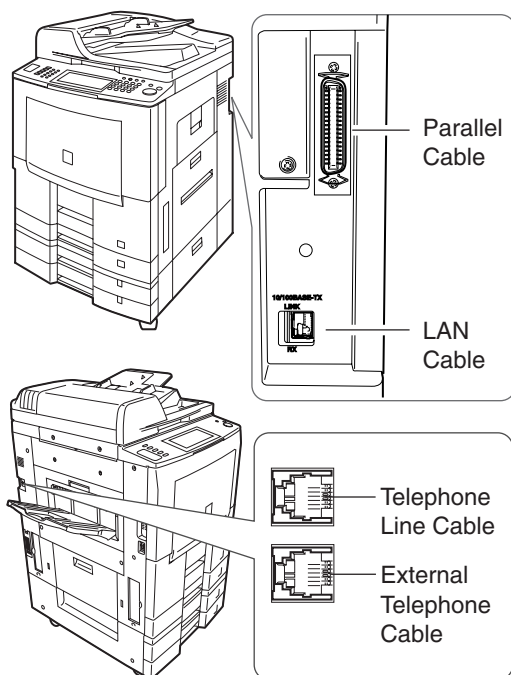
English

General Installation Overview

Follow the guidelines in this booklet when setting up the machine, and installing each software. Please read all procedures completely before attempting to setup this machine.

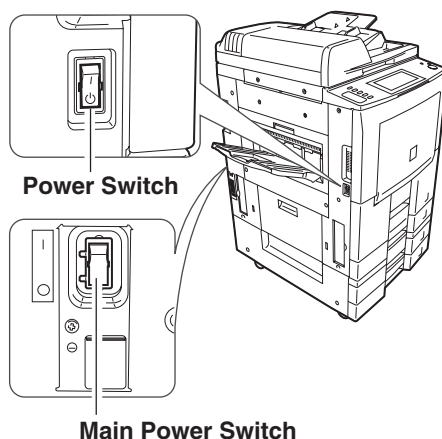
1 Turning the Power Switches ON.

- ① Connect all Cables, and the Power Cord to the machine.



- Parallel Cable is used for Local Printer connection.
Telephone Cable is used for connecting the optional Fax Communication Board (Order Number: DA-FG600) to the telephone line.

- ② Turn ON (|) the Main Power Switch first, and then turn ON (|) the Power Switch.
Main Power Switch : Rear of the machine.
Power Switch : Left side of the machine.



2 Setting up the Network Configuration.

Setup the Network Configuration using the Control Panel of the machine. (See pages 4-6)

- Network Configuration should be setup by the System Administrator.

3 Installation

■ Installing the Printer, and Application Software

Applications selected from the Software Selection screen will be automatically installed. (See pages 7-11)

The installation procedure of Printer Driver for the Network Port Connection for your Network Print Server PC is explained below as an example.

■ Parallel Port Printer Connection

Installing the Printer Driver onto the Parallel Port. (See pages 12-15)

■ Fax Driver

Installing the Fax Driver on your PC.
(See pages 16-18)

Optional Fax Communication Board is required. (Order Number: DA-FG600)

4 Setting up

■ Configure the Shared Setting for the Network Print Server.

Windows NT Server
Windows 2000 Server
Windows Server 2003
(See pages 19-24)

■ Setting up your Client PC.

Connecting the Shared Setting on the Network Print Server. (See page 25)

■ Setting up the Scanner Configuration using the Communications Utility.

When using the Network Scanner function.
(See page 26)

■ Email/Internet Fax Function Setup on the Network

Configuration using the Control Panel of the machine. (See pages 27-31)

- Network Configuration should be setup by the System Administrator.

5

Setting up Optional Accessories.

■ **Facsimile Function**

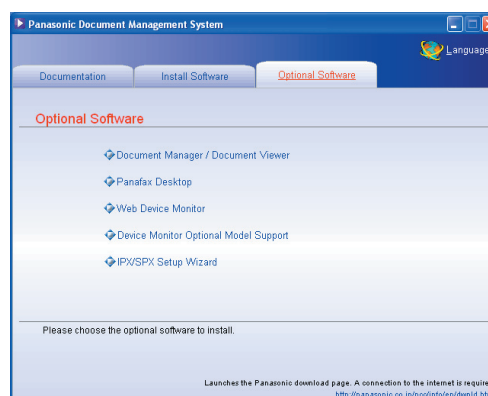
Requires the installation of Fax Communication Board (Order Number: DA-FG600).

Refer to the Operating Instructions (For Facsimile and Internet Fax/Email Functions).

NOTE

- When using the Printer on the MacOS network environment, the optional Printer Controller Module (for Adobe® PostScript® 3™) (Order Number: DA-MC800) is required.
- When using the Printer on the Network network environment, the IPX/SPX software setup wizard, and optional Printer Controller Module (for PCL 6 Emulation or Adobe® PostScript® 3™) (Order Number: DA-PC800 or DA-MC800) are required.
Refer to the Operating Instruction (For IPX/SPX Setup Wizard) on the provided CD-ROM.
- When there are two printer drivers installed (for Network Port Connection, and Parallel Port Connection) for the same model, each printer driver can be used normally.
The Printer driver can be selected from the Printer List of the Print Screen within the application software.

In the Optional Software tab, software can be downloaded by clicking the application title.



- Following software can be installed from the Panasonic Website.

Document Manager/Document Viewer

- This software is used to view / edit files, including the Network Scanner's scanned data.

Panafax Desktop

- This software is used to send / receive Fax from your PC.

Web Device Monitor

- By installing the Web Device Monitor, it is possible to check the device information from a web browser.

IPX/SPX Setup Wizard

- When printing documents to the Novell Network network.

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Network Configuration

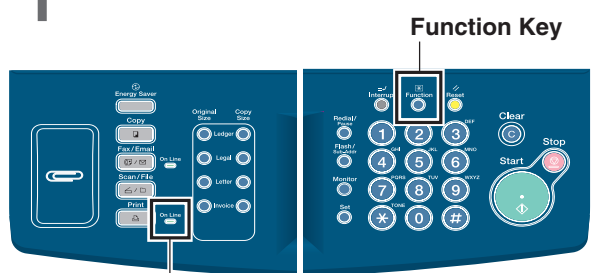
Setting up the Network Configuration

Follow the procedure below if your network is not configured with the DHCP server, and the TCP/IP parameters must be setup manually.

- IP Address
- Subnet Mask
- Default Gateway

Before executing the procedures described below, make sure the Print On Line LED is lit.

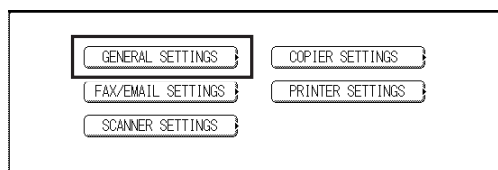
1 Press the **Function** key.



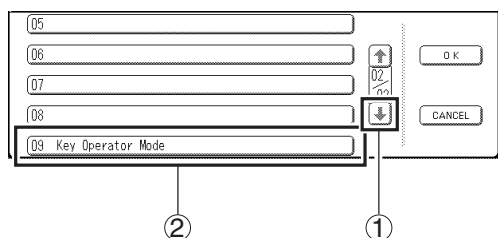
Print On Line LED

- Please wait until the Print On Line LED is ON before pressing the Function Key.

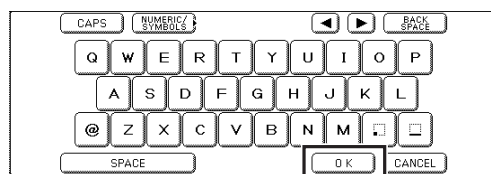
2 Select **"GENERAL SETTINGS"**.



3 Select **"09 Key Operator Mode"**.

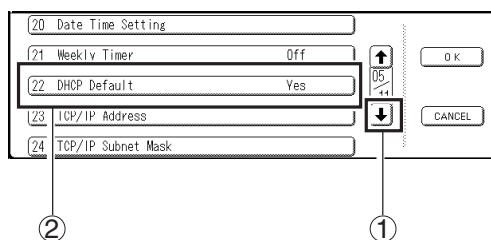


4 Enter the Key Operator's password (8 digits), and then select **"OK"**.

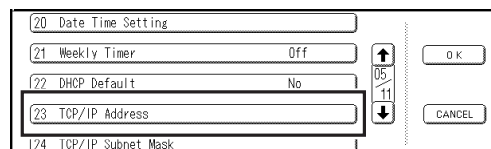


- Default password is "00000000".
To change this password, open "50 Key Operator Password" in the General Setting (For key operator), and then re-enter the new password.

5 Scroll to **"05/11"** screen, and then select **"22 DHCP Default"**.
If DHCP Default is set to **"Yes"**, change the setting to **"No"**, and then select **"OK"**.

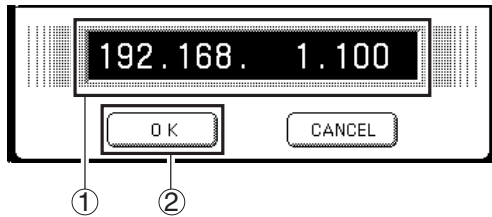


6 Select **"23 TCP/IP Address"**.



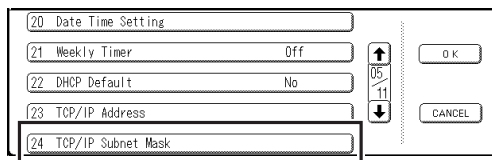
7 Enter the IP Address, and then select "OK".

Ex: 192.168.1.100



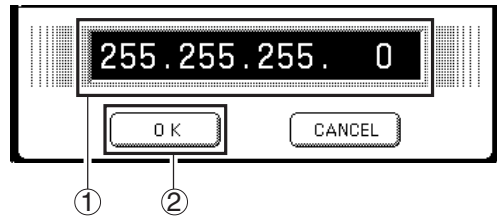
- When entering a 1 or 2-digit number segment, add "00" or "0" in front of the number to scroll to the next segment of numbers, or press the "⌘" key on the Control Panel to enter a period after the number.
- To correct a mistake, press "⌘" to move the cursor to the 1st digit of the incorrect address.
To delete, press "Clear", and re-enter the correct address.

8 Select "24 TCP/IP Subnet Mask".



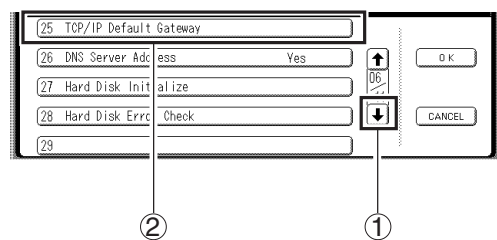
9 Enter the Subnet Mask, and then select "OK".

Ex: 255.255.255.0



- When entering a 1 or 2-digit number segment, add "00" or "0" in front of the number to scroll to the next segment of numbers, or press the "⌘" key on the Control Panel to enter a period after the number.
- To correct a mistake, press "⌘" to move the cursor to the 1st digit of the incorrect address.
To delete, press "Clear", and re-enter the correct address.

10 Scroll to "06/11" screen, and then select "25 TCP/IP Default Gateway".

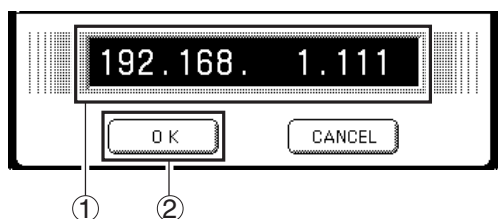


Network Configuration

Setting up the Network Configuration

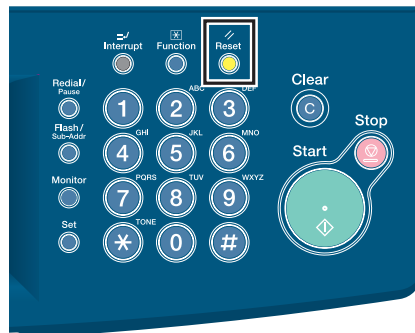
11 Enter the Gateway Address, and then select "OK".

Ex: 192.168.1.111

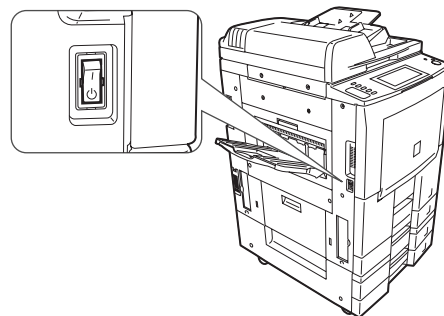


- When entering a 1 or 2-digit number segment, add "00" or "0" in front of the number to scroll to the next segment of numbers, or press the "⌘" key on the Control Panel to enter a period after the number.
- To correct a mistake, press "⌘" to move the cursor to the 1st digit of the incorrect address.
To delete, press "Clear", and re-enter the correct address.

12 Press the **Reset** key.



13 Turn the Power Switch **OFF** (⏻), and then back **ON** (⏻) again.



- The Power Switch is on the left side of the machine.

Installation

Installing the Printer Driver, and Application Software

■ System Requirements

- **Personal Computer** : IBM PC/AT, and compatibles (CPU Pentium II or greater is required, Pentium 4 or greater is recommended)
- **Display** : 800x600 Pixel or greater (recommended), and a 16-bit High Color video adapter, or greater (True Color is recommended)
- **Operating System** : Windows 98^{*1}, Windows Me ^{*2}, Windows NT 4.0^{*3} (With Service Pack 3 or later is required), Windows 2000^{*4}, Windows XP^{*5}, Windows Server 2003^{*6}
- **System Memory** : The minimum recommended Memory for each OS is as follows:

Windows 98, Windows Me :
128 MB or greater

Windows 2000, Windows XP,
Windows NT 4.0,
Windows Server 2003 :
256 MB or greater
- **Free Disk Space** : 200 MB or greater
- **CD-ROM Drive** : Used for installing the software, and utilities from the CD-ROM
- **Interface** : 10Base-T/100Base-TX Ethernet port, Parallel Port (For Printer)
- **Application Software**: Microsoft Internet Explorer 5.0 or later

^{*1} Microsoft® Windows® 98 operating system (hereafter Windows 98)

^{*2} Microsoft® Windows® Millennium Edition operating system (hereafter Windows Me)

^{*3} Microsoft® Windows NT® operating system Version 4.0 (hereafter Windows NT 4.0)

^{*4} Microsoft® Windows® 2000 operating system (hereafter Windows 2000)

^{*5} Microsoft® Windows® XP operating system (hereafter Windows XP)

^{*6} Microsoft® Windows Server™ 2003 operating system (hereafter Windows Server 2003)

■ Software Setup Procedures

1. Selecting the software

- **Printer Driver**
When using Print function.
- **Job Status Utility**
A Job Completion Notice pops-up on your PC's Desktop when the Copy/Print Job is completed.
- **Fax Driver**^{*1 *2}
(See pages 16-18)
- **Quick Image Navigator**
When using the Network Scan function.
- **Communications Utility**
When using the Network Scan function.
- **Device Explorer and Device Monitor**
When browsing the Machine condition.
- **Configuration and Address Book Editor**^{*1}
When browsing and editing the Machine Configuration, and the Address Book.

^{*1} These software are not selected in the default setting. When installing these software, select them in this step.

^{*2} Fax Driver is available when the optional Fax Communication Board is installed.

(See page 8)

2. Installing the software.

The selected software will be automatically installed.

(See pages 8-11)

3. Restart the PC.

(See page 11)

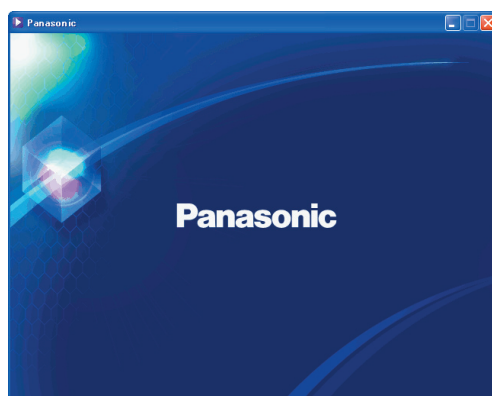
Continue on the next page...

Installation

Installing the Printer Driver, and Application Software

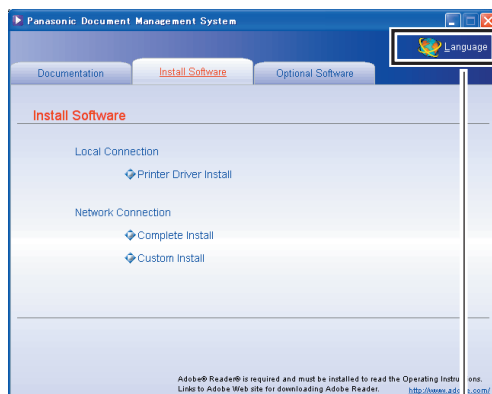
■ Installing the Printer Driver (Network Port Connection), and the Panasonic Document Management System

- 1 Insert the "**Panasonic Document Management System**" CD-ROM. The Panasonic opening screen is displayed.



- If the CD-ROM does not launch automatically, double click "**My Computer**" on the Desktop, or on the Start menu, and then double click the CD-ROM icon.

- 2 Select "**Complete Install**".

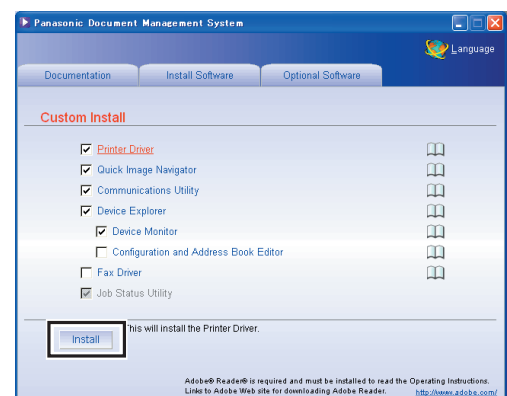


Language Selection

- The Screen Language will automatically default to the language used by your PC. If you want to change the language, click "**Language**", and then select the preferred language, and click "**OK**".

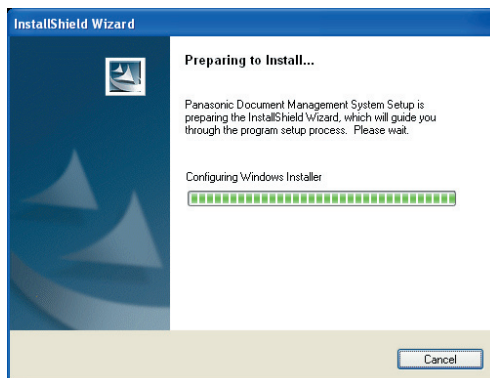


If you choose "**Custom Install**", you can select the desired Software. Click "**Install**", and selected software will be installed.

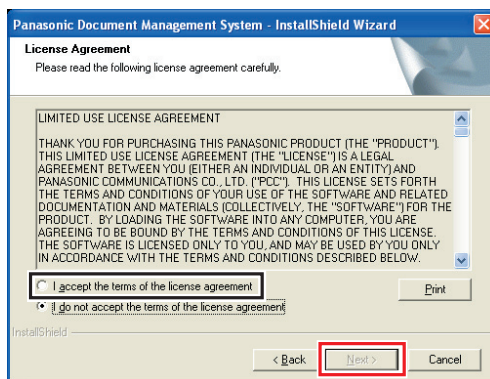


- Click "Documentation" tab to view the Read Me First files, or Operating Instructions for each software.
- If you do not want to install some of the software, click the checkbox to deselect the default selection.
- Select additional software you wish to install with the default software by clicking their respective checkbox.

3 The InstallShield Wizard screen is displayed.

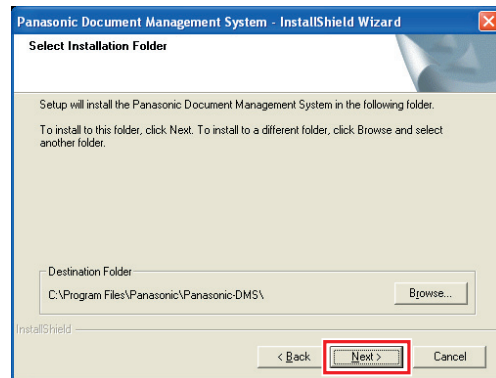


4 Check "I accept the terms of the license agreement", and then click "Next".



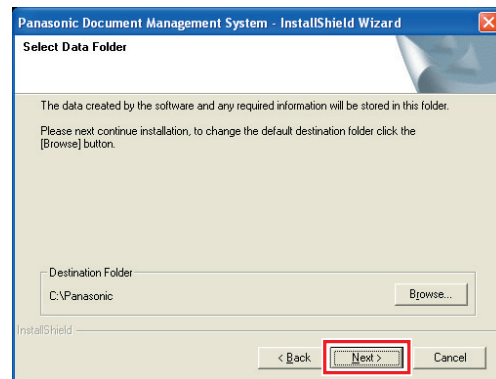
- Make sure that your machine is connected to the network properly, and/or the Power Switch is ON before clicking "Next".

5 Click "Next".



- Above Screen will not be shown when the other model's **Panasonic Document Management System** has been installed.

6 Click "Next".



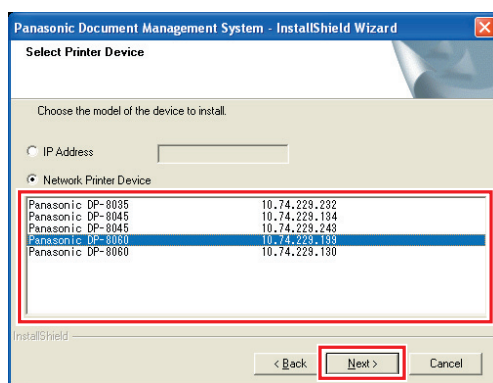
- The above Screen will not be shown if there is another model's **Panasonic Document Management System** installed.

Installation

Installing the Printer Driver, and Application Software

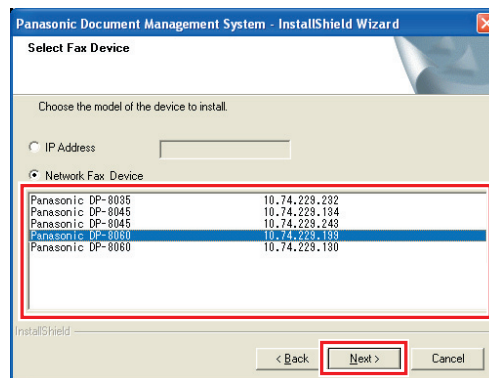
■ Installing the Printer Driver (Network Port Connection), and the Panasonic Document Management System

- 7 The Wizard automatically searches for machines connected to your network, and displays the found units in the **Network Printer Device** window.



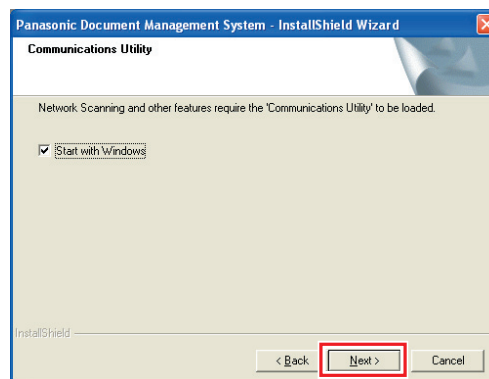
- Only the machines connected to the same subnet can be used as a network printer.
- If your machine has not been connected to the network yet, enter its allocated IP Address, and then click "Next" to proceed with the installation.

- 8 The Wizard automatically searches for machines connected to your network, and displays the found units in the **Network Fax Device** window. Select your network FAX, and then click "Next".



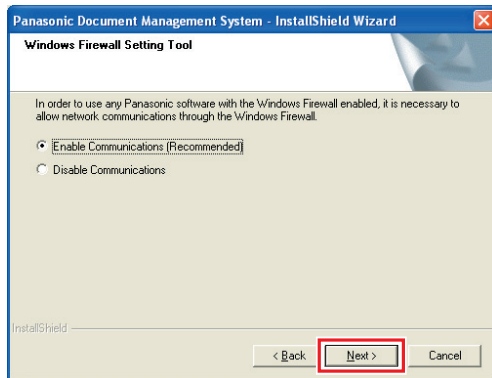
- Only the machines connected to the same subnet can be used as a network Fax.
- If your machine has not been connected to the network yet, enter its allocated IP Address, and then click "Next" to proceed with the installation.

- 9 Click "Next".



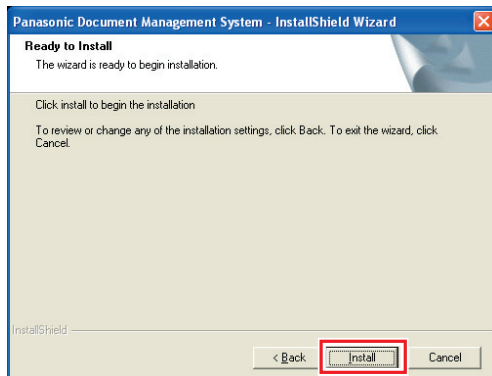
- Undo the check box if you do not wish to load the Communications Utility with Windows.

10 Select "Enable Communications (Recommended)", and then click "Next".

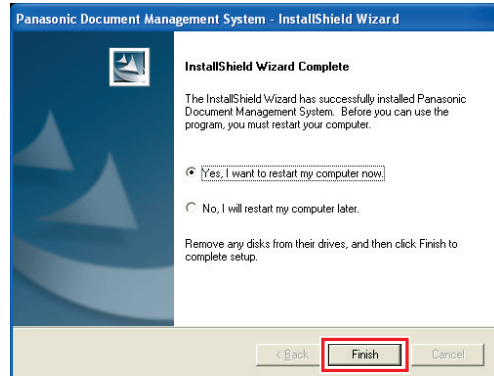


- Above screen will be displayed when you have installed the Windows XP Service Pack 2.

11 Click "Install".



12 Click "Finish".



- If you cannot shut down the computer immediately, choose "**No. I will restart my computer later.**". However, the new setting is only applied after rebooting your computer.

Installation

Parallel Port Printer Connection

■ Installing the Printer Driver for Parallel Port Connection

1. Select the Printer Driver.

(See pages 12-13)

2. Install the Printer Driver.
Selected software will be automatically installed.

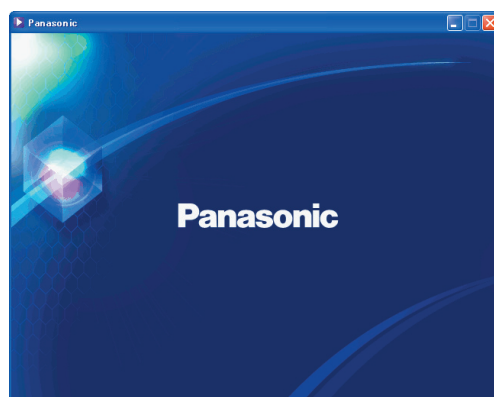
(See pages 12-13)

3. Restart the PC.

(See page 13)

1

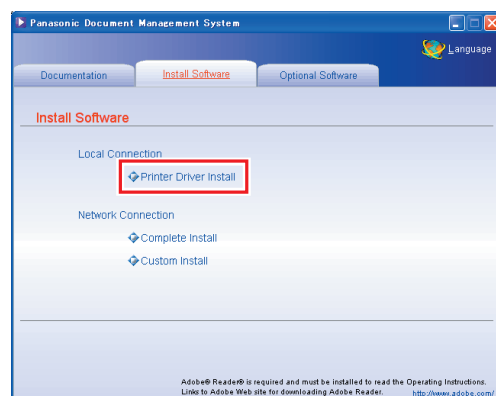
Insert the "**Panasonic Document Management System**" CD-ROM. The Panasonic opening screen is displayed.



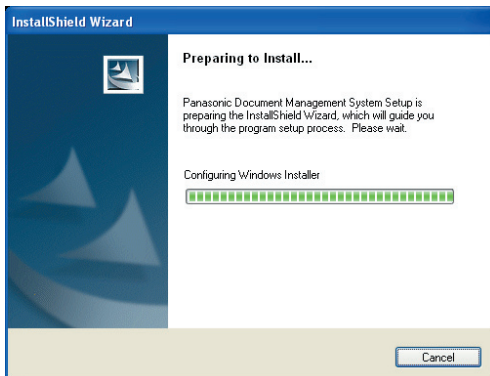
- If the CD-ROM does not launch automatically, double-click "**My Computer**" on the Desktop, or on the Start menu, and then double-click the CD-ROM icon.

2

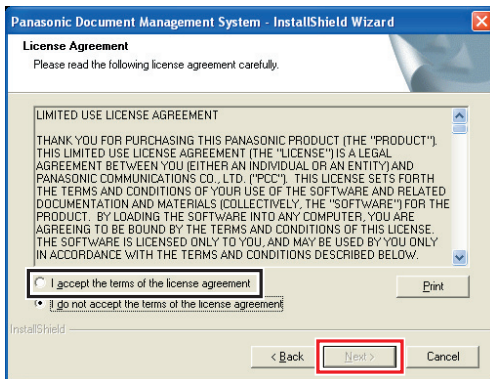
Select "**Printer Driver Install**".



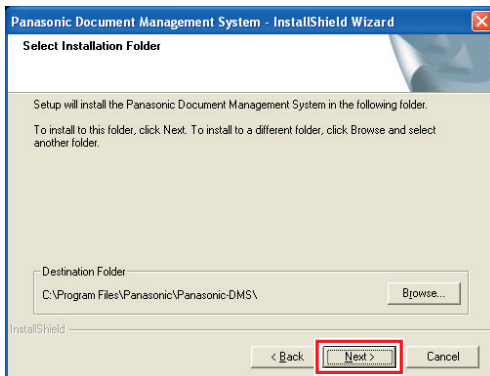
3 The InstallShield Wizard screen is displayed.



4 Check "I accept the terms of the license agreement", and then click "Next".

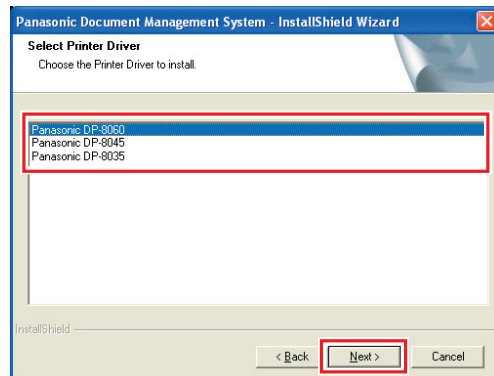


5 Click "Next".

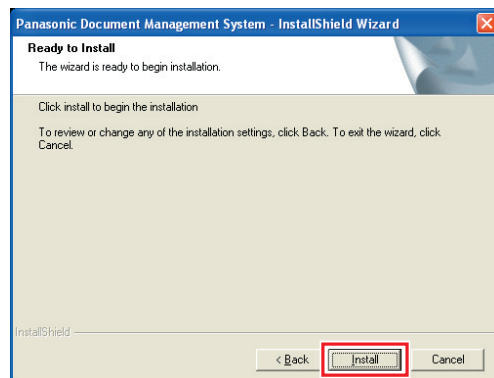


- Above Screen will not be shown when the other model's **Panasonic Document Management System** has been installed.

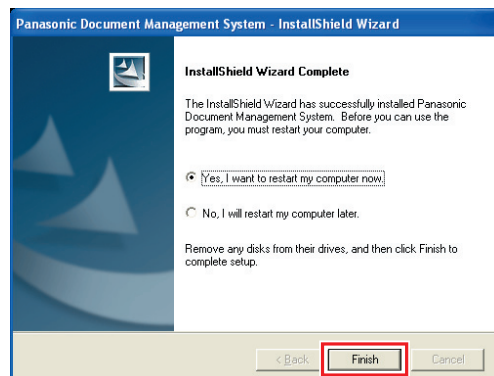
6 Select the Printer Driver that you want to install, and then click "Next". Ex: DP-8060



7 Click "Install".



8 Click "Finish".



- If you cannot shut down the computer immediately, choose **"No. I will restart my computer later."**. However, the new setting is only applied after rebooting your computer.

Installation

Parallel Port Printer Connection

■ Configure the Optional Devices

For Parallel Port Connection only.

- When connecting to the printer on other network (other subnet mask address), configure the optional devices by following the steps below.

1. Open the printer dialog box.

(See page 14)

2. Select a Printer and open the Property screen.

(See pages 14-15)

3. Select a Device tab and configure the Optional Devices.

(See page 15)

1 Open the Printer Dialog Box using the following procedure.

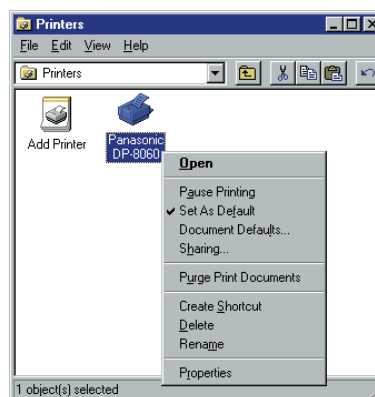
Windows XP/Server 2003:

Select "**Start**" → "**Printers and Faxes**"

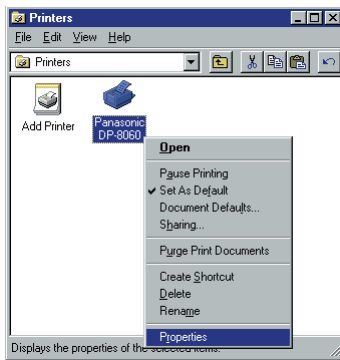
Other Windows OS:

Select "**Start**" → "**Settings**" → "**Printers**"

2 Right-Click the printer that you want to configure.

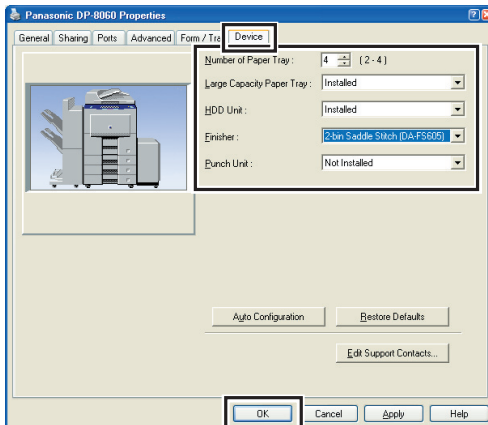


3 Click "**Properties**".



Memo:

4 Click on the "**Device**" tab, and configure the optional devices, and then click "**OK**".



Installation

Fax Driver

■ Installing the Fax Driver

1. Select the Fax Driver.

(See pages 16-17)

2. Install the Fax Driver.

Selected software will be automatically installed.

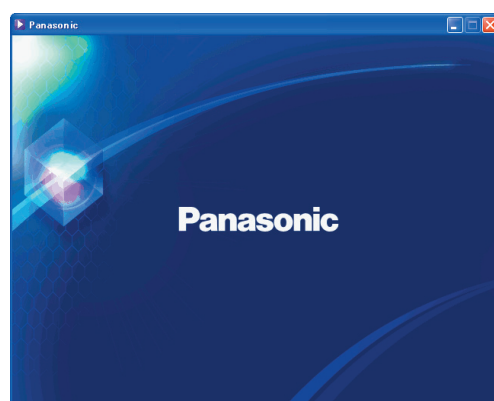
(See pages 16-18)

3. Restart the PC.

(See page 18)

1

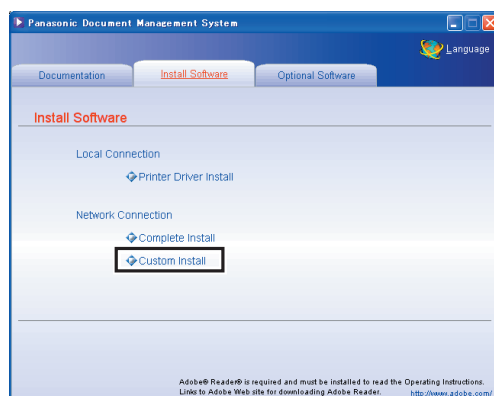
Insert the "**Panasonic Document Management System**" CD-ROM. The Panasonic opening screen is displayed.



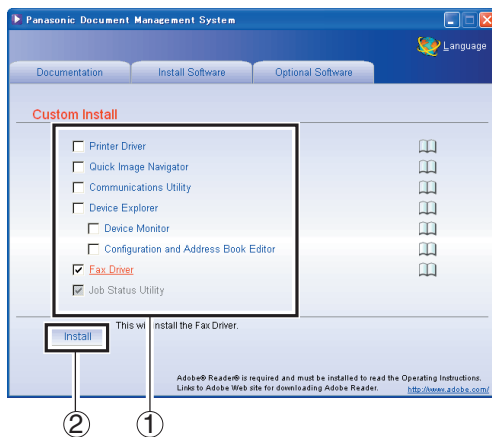
- If the CD-ROM does not launch automatically, double-click "**My Computer**" on the Desktop, or on the Start menu, and then double-click the CD-ROM icon.

2

Click "**Custom Install**".

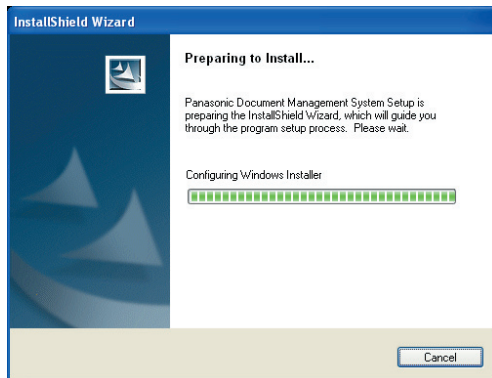


- 3** Select **"Fax Driver"** only, and then click **"Install"**.
Remove check mark (✓) of other selected software in the checkbox.

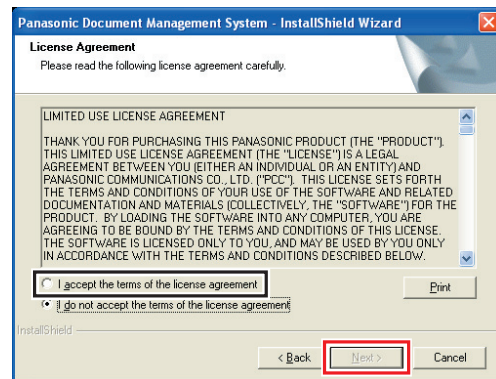


- When the Fax Driver is selected, Job Status Utility will be selected automatically.

- 4** The preparing to install screen is displayed.

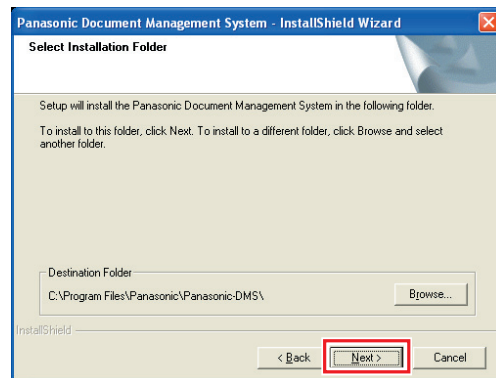


- 5** Check **"I accept the terms of the license agreement"**, and then click **"Next"**.



- Make sure that your machine is connected to the network properly, and/or the Power Switch is **ON** before clicking **"Next"**.

- 6** Click **"Next"**.



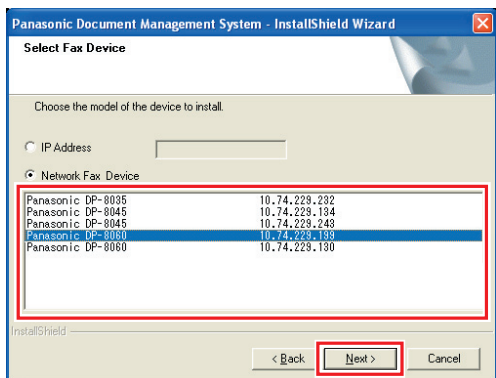
- Above Screen will not be shown when the other model's **Panasonic Document Management System** has been installed.

Installation

Fax Driver

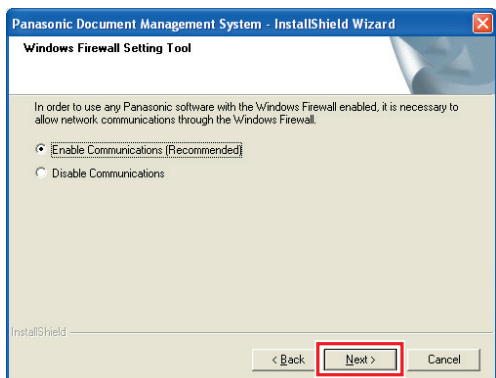
■ Installing the Fax Driver

- 7 The Wizard automatically searches for machines connected to your network, and displays the found units in the **Network Fax Device** window. Select your network FAX, and then click **"Next"**.



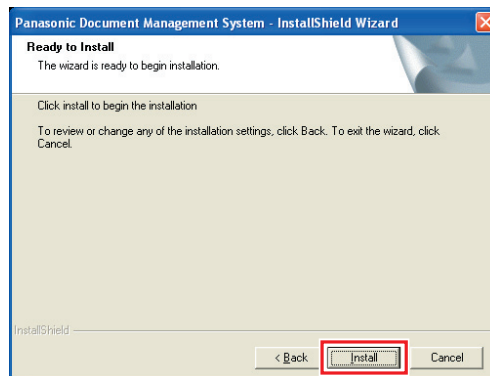
- Only the machines connected to the same subnet can be used as a network Fax.
- If your machine has not been connected to the network yet, enter its allocated IP Address, and then click **"Next"** to proceed with the installation.

- 8 Select **"Enable communications (Recommended)"**, and then click **"Next"**.

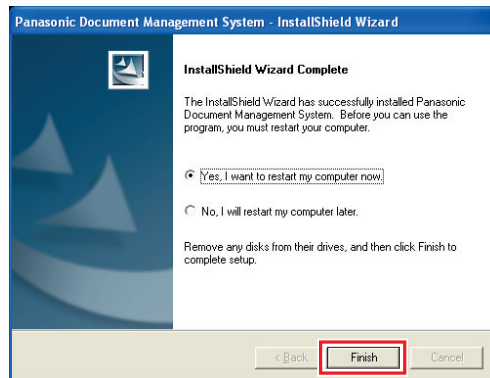


- Above screen will be displayed when you have installed the Windows XP Service Pack 2.

- 9 Click **"Install"**.



- 10 Click **"Finish"**.



- If you cannot shut down the computer immediately, choose **"No. I will restart my computer later."**. However, the new setting is only applied after rebooting your computer.

Setting Up

Network Port Printer Connection

■ Configure the Shared Setting for the Network Print Server

1. Configure the Shared Setting on the Network Print Server.

- Windows NT Server
- Windows 2000 Server
- Windows Server 2003

(See pages 19-24)

2. Set up your Client PC.

(See page 25)

3. Add the Printer Driver if your client OS is different from the Network Print Server.

- Using the PrnCopy.exe before installing the Printer Driver.

On the Panasonic Document Management System CD-ROM, there is a tool to create the Printer Driver for various Windows OS.

Open the CD-ROM with the Explorer, Go "Tools" → "PrnCopy" folder.

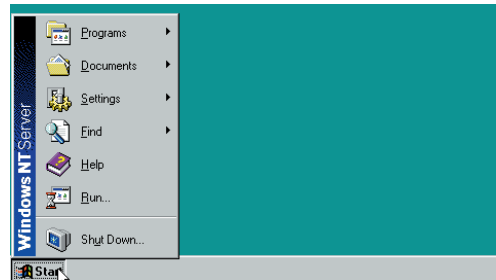
In the "PrnCopy" folder, double click the PrnCopy.exe file, and follow the instructions on the command prompt window. A folder will be created on your desktop.

Please select an appropriate printer driver in the folder when you add the Printer Driver for a client OS.

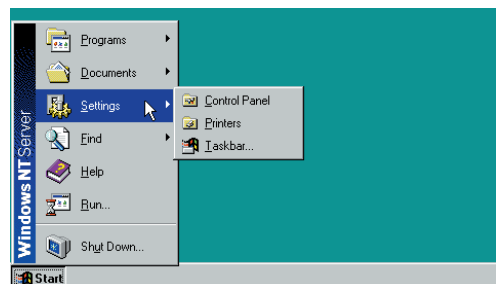
(See pages 19-24)

■ Configure the Shared Setting for the Network Print Server (Windows NT Server)

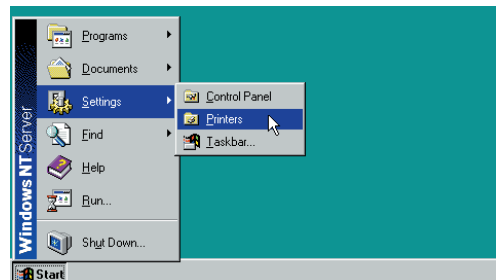
1 Click "Start".



2 Select "Settings".



3 Click "Printers".



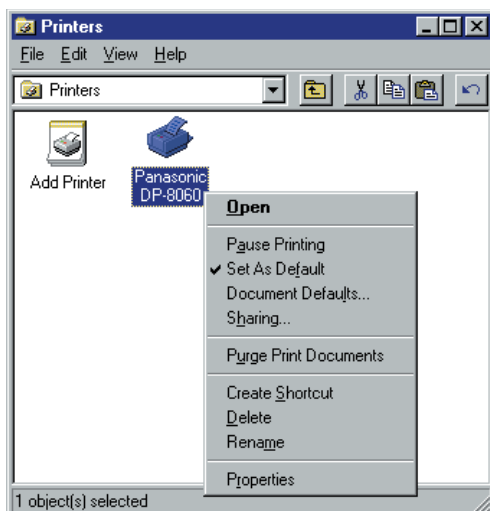
Continue on the next page...

Setting Up

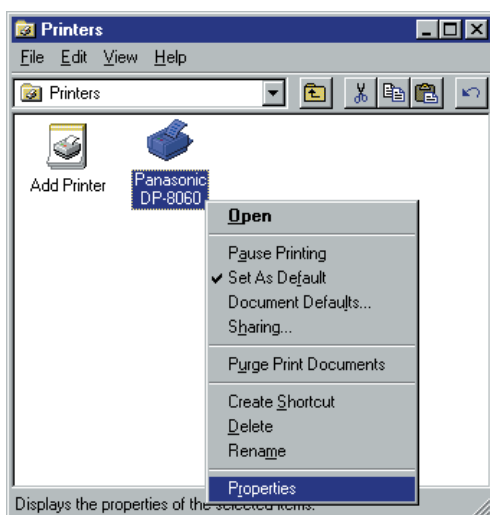
Network Port Printer Connection

■ Configure the Shared Setting for the Network Print Server (Windows NT Server)

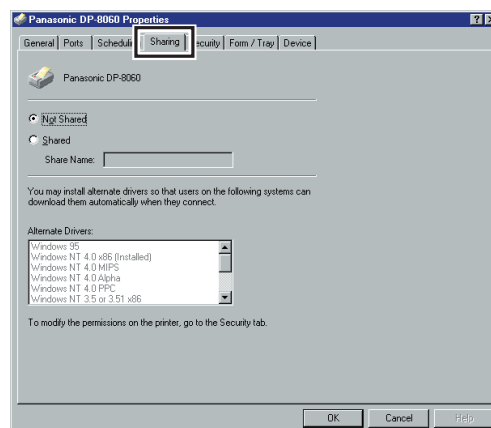
- 4 Right-Click the printer that you want to share.



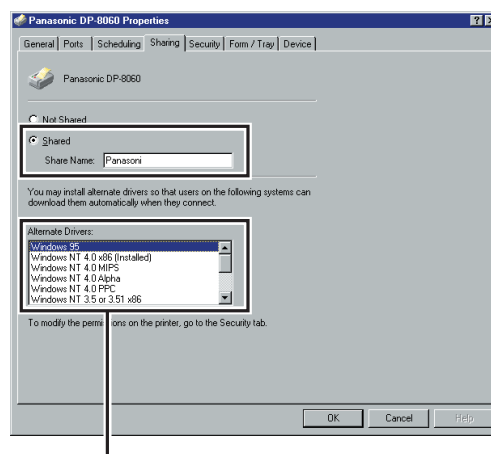
- 5 Click "Properties".



- 6 Click on the "Sharing" tab.



- 7 Check "Shared", and then enter the Share Name.
Ex: Panasonic



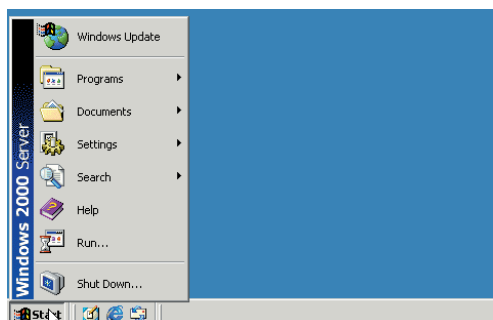
NOTE

If you need to install an alternate printer driver for your client OS, select the type of OS from the alternate driver list, and click [OK]. You can manually add the Printer Driver by following the instructions on the screen. To easily create the Printer Drivers for various OS, use the PrnCopy.exe before the installation. (See page 19)

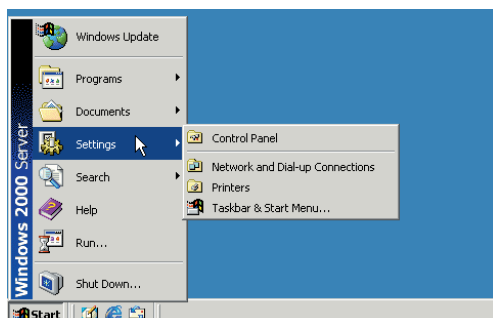
- 8 Click "OK" to close the screen.

■ Configure the Shared Setting for the Network Print Server (Windows 2000 Server)

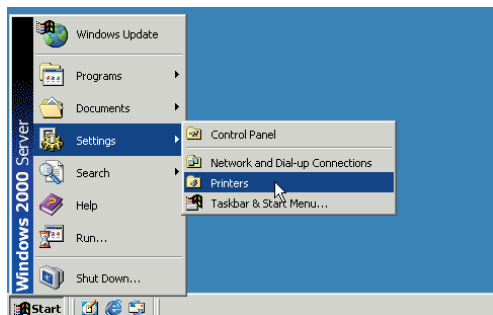
1 Click **"Start"**.



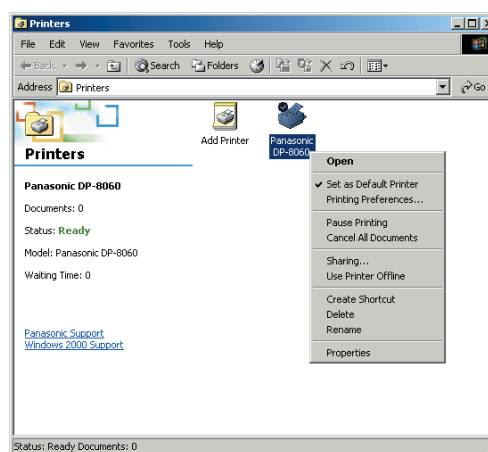
2 Select **"Settings"**.



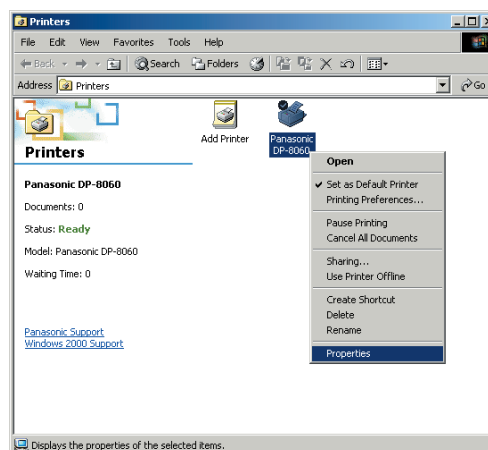
3 Click **"Printers"**.



4 Right-Click the printer that you want to share.



5 Click **"Properties"**.

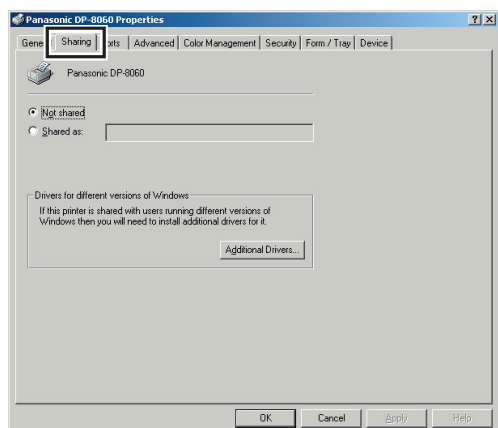


Setting Up

Network Port Printer Connection

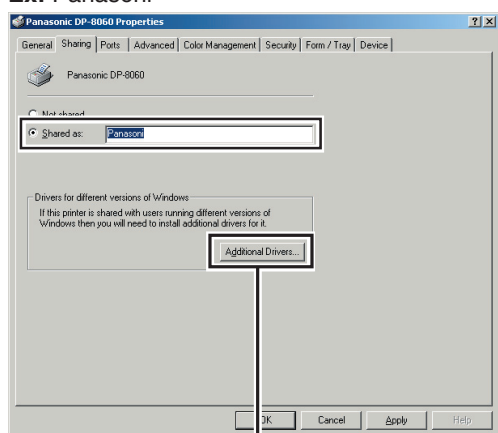
■ Configure the Shared Setting for the Network Print Server (Windows 2000 Server)

6 Click on the "Sharing" tab.



7 Check "Shared as", and then enter the Share Name.

Ex: Panasoni



NOTE

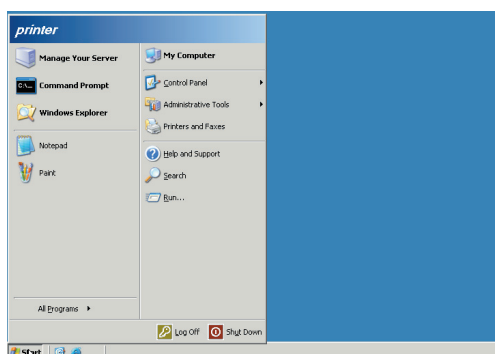
If you need to install an alternate printer driver for your client OS, click **[Additional Drivers...]**, you can manually add the Printer Driver by following the instructions on the screen. To easily create the Printer Drivers for various OS, use the PnCopy.exe before the installation. (See page 19)

8 Click "OK" to close the screen.

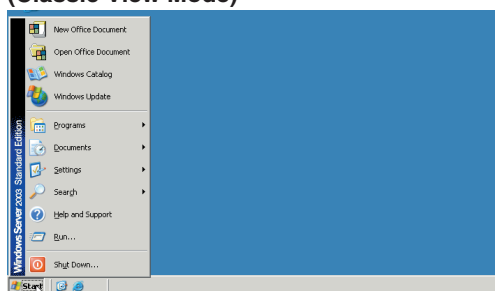
Memo:

■ Configure the Shared Setting for the Network Print Server (Windows Server 2003)

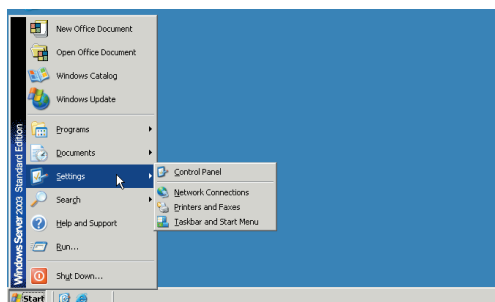
1 Click "Start". (Category View Mode)



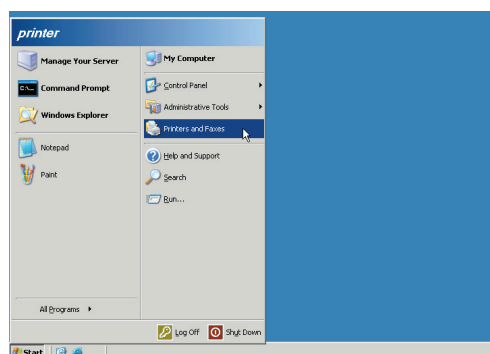
(Classic View Mode)



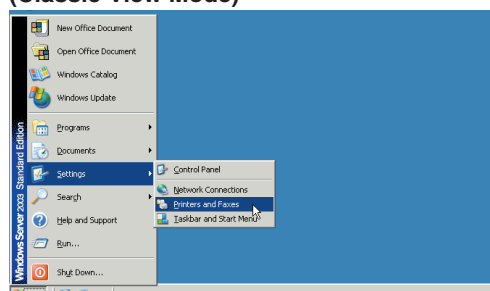
2 Select "Settings". (Classic View Mode)



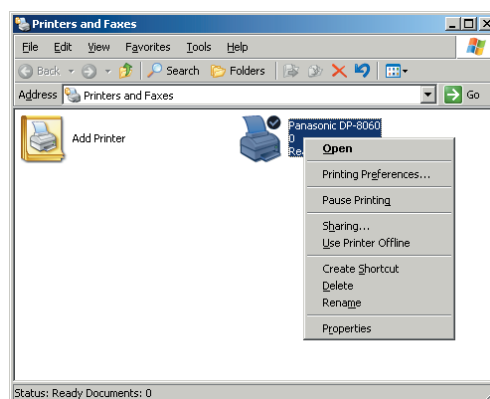
3 Click "Printers & Faxes". (Category View Mode)



(Classic View Mode)



4 Right-Click the printer that you want to share.



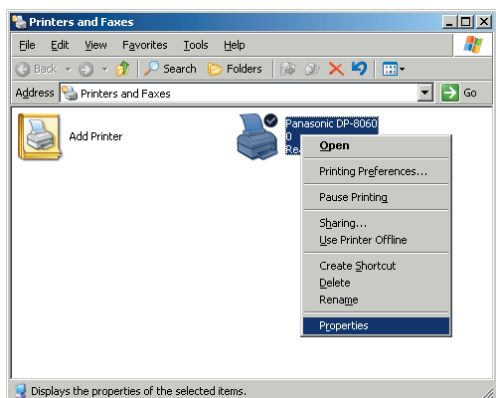
Continue on the next page...

Setting Up

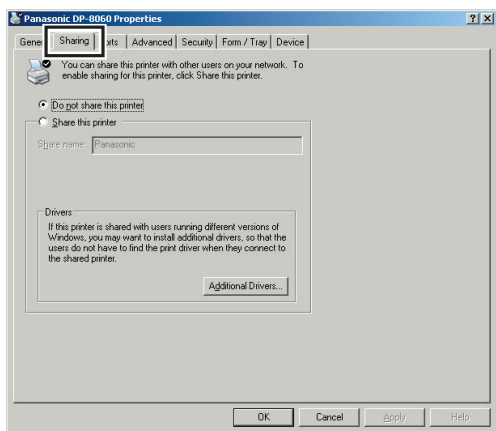
Network Port Printer Connection

■ Configure the Shared Setting for the Network Print Server (Windows Server 2003)

5 Click "Properties".

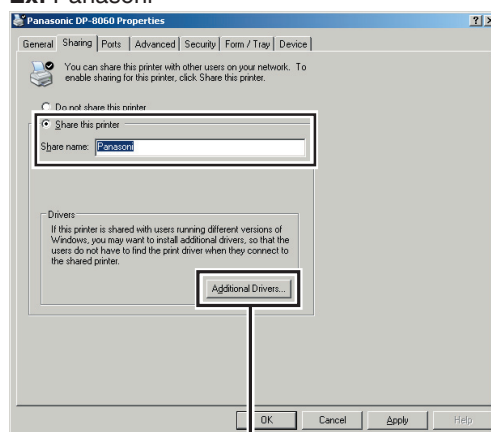


6 Click on the "Sharing" tab.



7 Check "Share this printer", and then enter the Share Name.

Ex: Panasonic



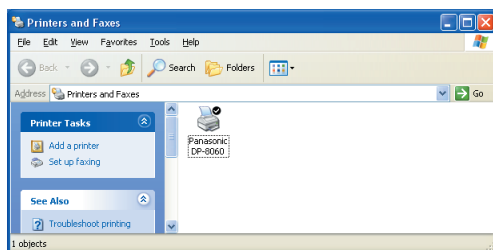
NOTE

If you need to install an alternate printer driver for your client OS, click **[Additional Drivers...]**, you can manually add the Printer Driver by following the instructions on the screen. To easily create the Printer Drivers for various OS, use the PrnCopy.exe before the installation. (See page 19)

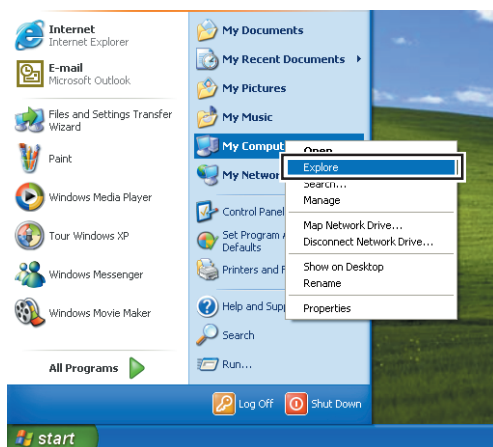
8 Click "OK" to close the screen.

■ Setting up your Client PC

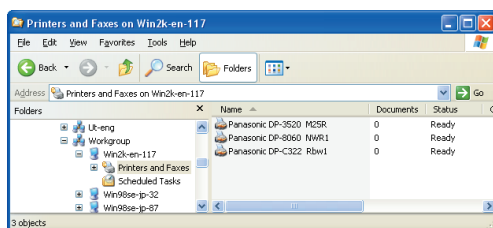
- 1 Open the Printers and Faxes window.



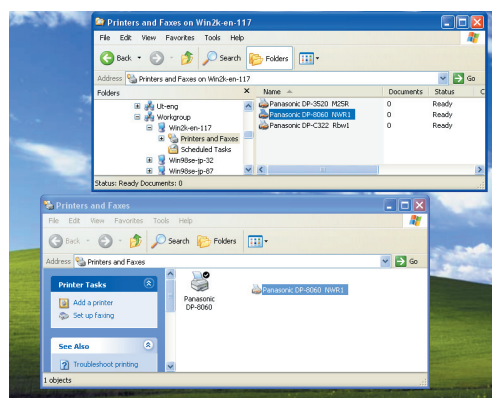
- 2 Click "Start", right-click "My Computer", and then select "Explore".



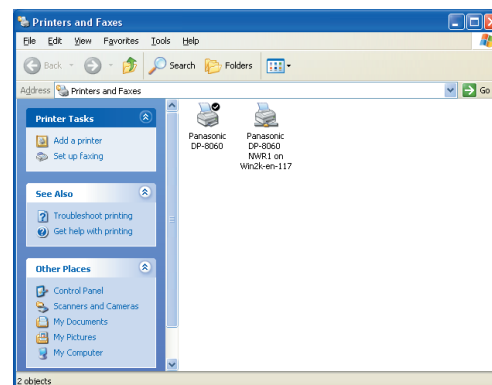
- 3 Select the Printer shared on your Printer Server.



- 4 Drag-and-drop the printer icon onto the Printer and Faxes window.



- 5 Verify that the Printer icon is copied onto the window.



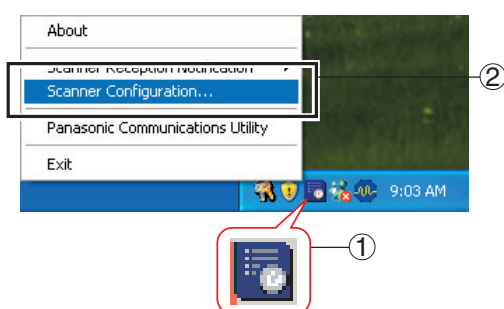
- The illustrations shown for the previous steps are for Windows XP. The procedures for other Windows Operating Systems are basically the same, even though the screen displays may differ.

Setting Up

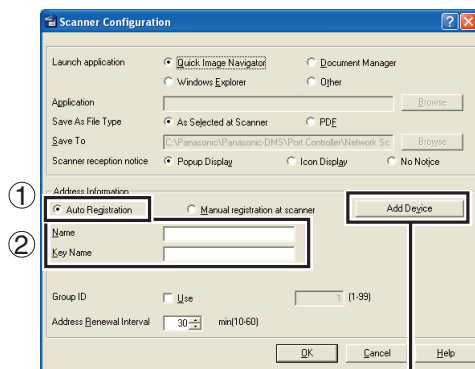
Remote Registration

■ Registering your PC address information onto the device.

- 1 Right-Click "**Panasonic Communications Utility**" icon on the Task Bar, and then select "**Scanner Configuration...**".

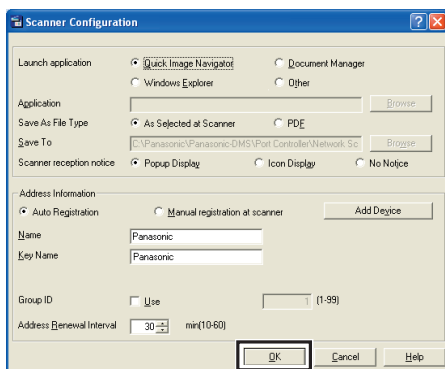


- 2 Check "**Auto Registration**", and then enter the Name and Key Name to be saved into the machine. (Max. 15 characters)

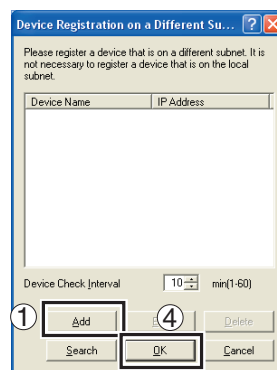
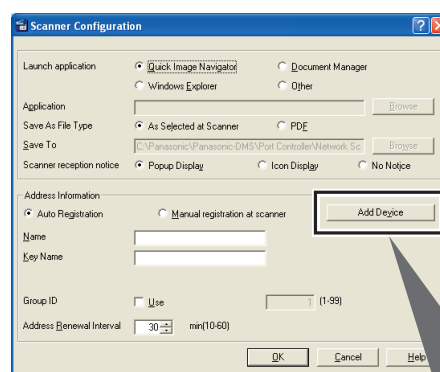


Refer to right column.

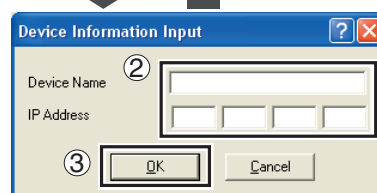
- 3 Click "**OK**".



Click "**Add Device**" if your PC address information is registered onto the machines located on the different subnet.



- ① Click "**Add**".
- ④ Click "**OK**".



- ② Enter the machine's Device Name, and IP Address.
- ③ Click "**OK**".

Email/Internet Fax Function

■ Email/Internet Fax Settings Procedure

■ Setting up the Network Configuration

1. Set up the Network Configuration using the Control Panel of the machine.

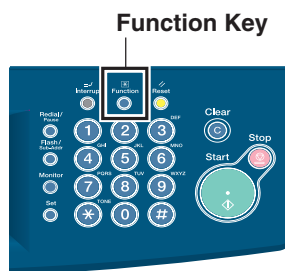


2. If necessary, program the Address Book.

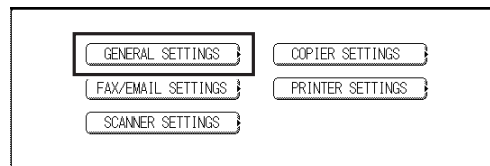
- Refer to the Operating Instructions (For Facsimile and Internet Fax/Email Functions).

- The IP Address, Subnet Mask, and Gateway Address must be registered before setting up the network configuration. (See pages 4-6)

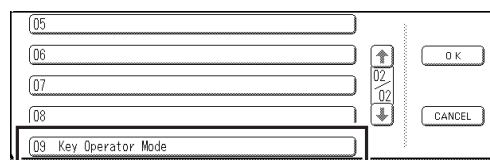
1 Press the **Function** key.



2 Select "**GENERAL SETTINGS**".



3 Select "**09 Key Operator Mode**".



Continue on the next page...

Setting Up

Email/Internet Fax Function

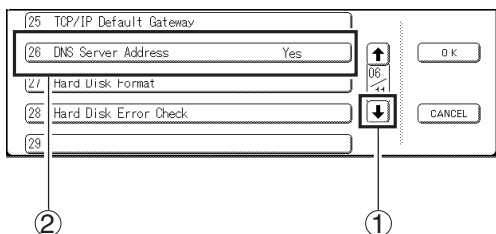
■ Setting up the Network Configuration

- 4** Enter the Key Operator's password (8 digits), and then select **"OK"**.

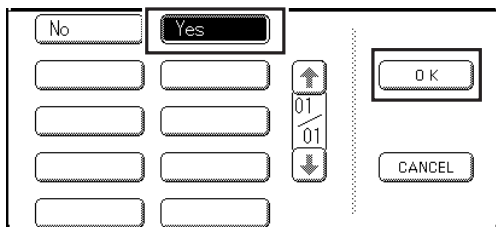


- Default password is "00000000".
To change this password, open "50 Key Operator Password" in the General Setting (For key operator), and then re-enter the new password.

- 5** Scroll to **"06/11"** screen, and then select **"26 DNS Server Address"**.

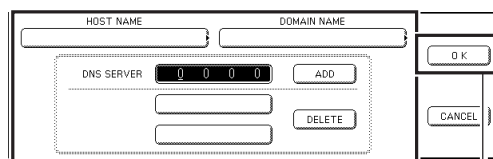


- 6** Select **"Yes"**, and **"OK"**.



- When **"No"** is selected, skip to step 8.

- 7** Enter the Host Name, Domain Name, and DNS Server Address, and then select **"OK"**.



- ① Select **"Host Name"** to enter a host name using the Keyboard, and then select **"OK"**. (Up to 60 characters)



- ② Select **"Domain Name"** to enter a domain name using the Keyboard, and then select **"OK"**. (Up to 50 characters)

- ③ Enter the DNS server address using the Keypad, and then select **"ADD"**.

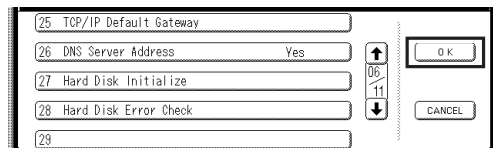
- When entering a 1 or 2-digit number segment, add "00" or "0" in front of the number to scroll to the next segment of numbers, or press the "*" key on the Control Panel to enter a period after the number.

- To correct a mistake, press "*" to move the cursor to the 1st digit of the incorrect address.

To delete, press "Clear", and re-enter the correct address.

- ④ Select **"OK"**.

- 8** Select **"OK"**.



9 Select "FAX/EMAIL SETTINGS".

A screenshot of a settings menu with four options: 'GENERAL SETTINGS', 'FAX/EMAIL SETTINGS' (highlighted with a red box), 'COPIER SETTINGS', and 'PRINTER SETTINGS'. 'SCANNER SETTINGS' is also visible at the bottom.

10 Select "04 Key Operator Mode".

A screenshot of a menu with five options: '00 Address Book', '01 Program Keys', '02', '03', and '04 Key Operator Mode' (highlighted with a red box). Navigation arrows and 'OK'/'CANCEL' buttons are on the right.

11 Enter the Key Operator's password (8 digits), and then select "OK".

A screenshot of a numeric keypad interface. The 'OK' button is highlighted with a red box. The keypad includes letters for QWERTY and numeric/symbol keys.

- Default password is "00000000".
To change this password, open "50 Key Operator Password" in the General Setting (For key operator), and then re-enter the new password.

12 Select "00 User Parameters".

A screenshot of a menu with five options: '00 User Parameters' (highlighted with a red box), '01 Fax Parameters', '02', '03', and '04'. Navigation arrows and 'OK'/'CANCEL' buttons are on the right.

13 Scroll to "02/10" screen.

A screenshot of a screen with five options: '05 EMAIL Address', '06 SMTP Server Name', '07 SMTP Server IP', '08 SMTP AUTH Name', and '09 SMTP AUTH Password'. The '02/10' indicator is visible on the right. Navigation arrows and 'OK'/'CANCEL' buttons are on the right.

14 Select "05 EMAIL Address", and enter the Email address using the Keyboard, and then select "OK". (Up to 60 characters.)

A screenshot of a menu with five options: '05 EMAIL Address' (highlighted with a red box), '06 SMTP Server Name', '07 SMTP Server IP', '08 SMTP AUTH Name', and '09 SMTP AUTH Password'. Navigation arrows and 'OK'/'CANCEL' buttons are on the right.

A screenshot of a numeric keypad interface. The 'OK' button is highlighted with a red box. The keypad includes letters for QWERTY and numeric/symbol keys.

Setting Up

Email/Internet Fax Function

■ Setting up the Network Configuration

- 15** Select "**06 SMTP Server Name**", and enter the SMTP Server Name using the Keyboard, and then select "**OK**".

05 EMAIL Address
06 SMTP Server Name
07 SMTP Server IP
08 SMTP AUTH Name
09 SMTP AUTH Password

Q W E R T Y U I O P
A S D F G H J K L
@ Z X C V B N M
SPACE OK CANCEL

- If you select "**No**" for DNS Server Address in step 6 on page 28, the SMTP Server IP address is required instead of the SMTP Server name.

Select "**07 SMTP Server IP**", and enter the SMTP Server IP Address using the Keypad, and then select "**OK**".

05 EMAIL Address
06 SMTP Server Name
07 SMTP Server IP
08 SMTP AUTH Name
09 SMTP AUTH Password

- 16** Select "**CHANGE**", and enter the new Port Number using with the Keypad if required, and then select "**OK**".

00025
OK CANCEL CHANGE

- 17** Scroll to "**03/10**" screen.

10 POP Server Name
11 POP Server IP
12 POP User Name
13 POP Password
14

- 18** Select "**10 POP Server Name**", and enter the POP Server Name using the Keyboard, and then select "**OK**".

10 POP Server Name
11 POP Server IP
12 POP User Name
13 POP Password
14

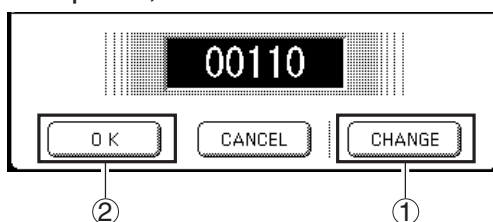
Q W E R T Y U I O P
A S D F G H J K L
@ Z X C V B N M
SPACE OK CANCEL

- If you select "**No**" for DNS Server Address in step 6 on page 28, the POP Server IP address is required instead of the POP Server name.

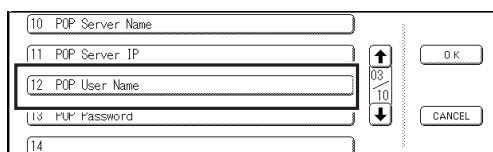
Select "**11 POP Server IP**", and enter the POP Server IP Address using the Keypad, and then select "**OK**".

10 POP Server Name
11 POP Server IP
12 POP User Name
13 POP Password
14

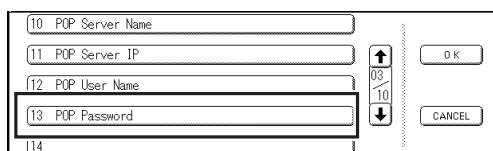
- 19** Select "**CHANGE**", and enter the new Port Number using with the Keypad if required, and then select "**OK**".



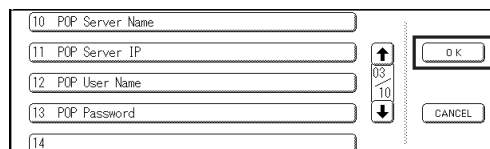
- 20** Select "**12 POP User Name**", and enter the POP User Name using the Keyboard, and then select "**OK**".



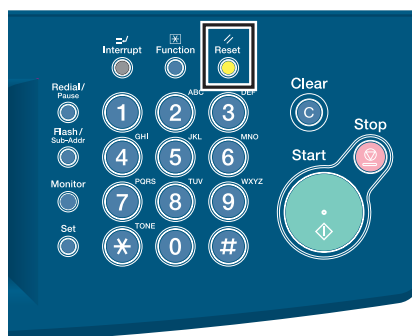
- 21** Select "**13 POP Password**", and enter the POP Password using the Keyboard, and then select "**OK**".



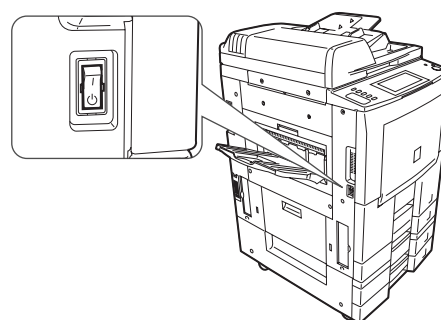
- 22** Select "**OK**".



- 23** Press the **Reset** key.



- 24** Turn the Power Switch **OFF** (⏻), and then back **ON** (⏻) again.



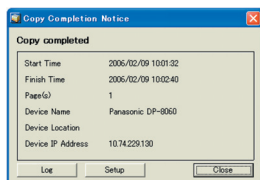
- The Power Switch is on the left side of the machine.

Setting Up

Completion Notice Function

■ Setting up the Completion Notice


Ex: Copy Job

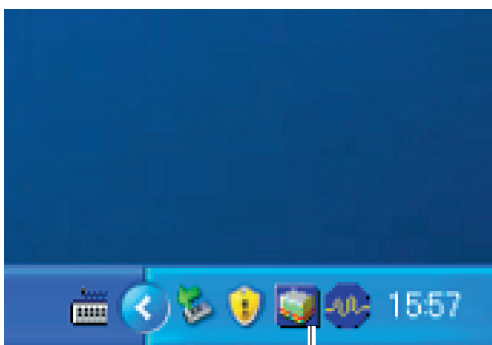


The Job Status Utility software will display the pop-up Completion Notice on your PC screen when finishing the Print, PC Fax, Copy, and Fax jobs. The information displayed in the Completion Notice vary according to the type of job being performed.


Basic Procedures:

- 1 Install the Job Status Utility and Communications Utility, located on the Panasonic Document Management System CD-ROM. (See pages 7-18)

- 2 Confirm that the Job Status Utility icon  is shown on the task bar.



Panasonic Job Status Utility Icon


- If the Job Status Utility icon  is not shown on the task bar, select "Start" → "All Programs" → "Panasonic" → "Job Status Utility" → "Job Status Utility" to activate the Job Status Utility icon.

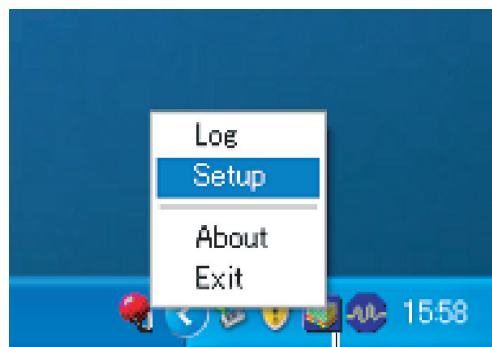
- 3 **For PC Fax and PC Print only**
Setup the Completion Notice as described in the column on the right.

For Copy, Fax, and Internet Fax only

- ① Register your PC address with the Communications Utility, refer to the Registering your PC address information onto the device (See page 26).
- ② Select your PC on the Touch Panel Display of the machine, refer to the Operating Instructions (For Copy & Function Parameters), or (For Facsimile and Internet Fax/Email Functions) on the provided CD-ROM.

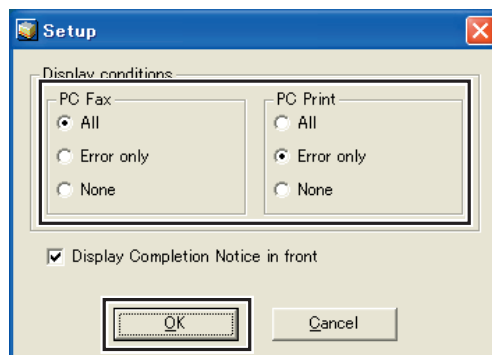
Setting up for PC Fax, and PC Print:

- 1 Right-click the Job Status Utility icon  on the task bar, and select "Setup" from the menu.



Panasonic Job Status Utility Icon

- 2 Choose the display condition for the Setup window, and then select "OK".



- All** : Always displays after each transmission, or print job.
Error only : Displays only when an error occurs.
None : Does not display.

IMPORTANT INFORMATION

When requesting information, supplies or service, always refer to the model and serial number of your machine. The model and serial number plate (Main Name Plate) is located on the rear of the machine. For your convenience, space is provided below to record information you may need in the future for reference, or troubleshooting.

Model No.:	Serial No.:
Date of Purchase:	
Dealer:	
Address:	
Telephone Number:	
Supplies Telephone Number:	
Service Telephone Number:	

For the total system to work properly via LAN, certain information and additional parameters must be set. Please contact your network administrator for the required information, and connection to the LAN.

(Please confirm other required Internet Parameters in GENERAL SETTINGS. This setting list can be printed by following these steps : Press **Function**, select **GENERAL SETTINGS**, **09 Key Operator Mode**, Input the Password, and then select **OK**, **31 Print General Settings**, **Start**, **OK**.)

User Information		
Company Name:		
Address:		
Dept.:		
City:	State:	Zip Code:
Tel. No.:	Fax No.:	

Internet Parameters			
EMAIL Address:			
SMTP Server Name:	or	SMTP Server IP:	PORT No:
SMTP AUTH Name:	SMTP AUTH Password: <i>(for security, do not write it in - but keep it in a safe place)</i>		
TCP/IP IP Address:			
TCP/IP Subnet Mask:			
TCP/IP Default Gateway:			
DNS Server Address:			
HOST NAME:			
2nd DNS Server Address:			
POP Server Name:	or	POP Server IP:	PORT No:
POP User Name:			
POP Password: <i>(for security, do not write it in - but keep it in a safe place)</i>			
LDAP Server Name:	or	LDAP Server IP:	PORT No:
LDAP User Name:			
LDAP Password: <i>(for security, do not write it in - but keep it in a safe place)</i>			
LDAP Search Base:			

USA Only

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